



JOB POSTING:
District Defender, 9th Judicial District

POST DATE: May 24, 2013

CLOSE DATE: June 5, 2013

Qualifications:

An eligible applicant must be an attorney licensed to practice law in Louisiana with at least five years of criminal defense experience. Following his/her employment, the 9th Judicial District Defender must also become a domiciliary of the 9th Judicial District or a contiguous judicial district. The position may require full-time commitment with a prohibition on private practice.

Duties:

- Manage and supervise public defender services within the 9th Judicial District;
- Prepare an operating budget for the district and submit it to the LPDB Budget Officer per the timelines established by the Board;
- Work in conjunction with the LPDB Budget Officer to develop a uniform method of accounting for all expenditures in the district (including but not limited to salaries, contracts, acquisition of equipment, and supplies);
- Submit to the LPDB Budget Officer a monthly report of all revenues and expenditures (including but not limited to salaries, contracts, acquisition of equipment, and supplies);
- Work in conjunction with the LPDB Compliance Officers to ensure that public defender assignments within the 9th Judicial District comply with the standards and guidelines adopted by the Board and the Rules of Professional Conduct;
- Supervise the work of the district personnel;
- Employ district personnel, subject to review by the State Public Defender, for compliance with qualifications and standards established by the rules of the Board or required by law;
- Contract for services in accordance with the standards and guidelines adopted by rule by the Board or required by law;
- Keep a record of all public defender services and expenses in the district and submit to the State Public Defender as requested;
- Implement the standards and guidelines established by the Board and State Public Defender;
- Maintain a client workload for the office as determined by the State Public Defender and the Board;
- Make recommendations regarding the method of public defense service delivery for submission to the board for board approval;

- Employ or terminate district personnel, manage and supervise district level work, including the establishment of salaries, subject to review by the Board for compliance with salary guidelines established by the Board through the adoption of rules; and,
- Perform all other duties assigned by the State Public Defender or Board.

Compensation:

Compensation for this position is set by the Board through established District Defender salary ranges. The District Defender is employed through an annual contract with the Louisiana Public Defender Board. There are no benefits offered through the contract, though they may be available through the district.

To Apply:

Please submit a resume/curriculum vitae, writing sample and three references by e-mail or hard copy before June 5, 2013 to:

Mr. Philip Hunter
9th Judicial District Defender Search Committee Chairman
P.O. Box 11710
Alexandria, LA 71315
E-mail: Pgh.hunter@me.com